

## HOW TO RETIRE RECORDS TO THE ARCHIVES AND RECORDS CENTER

### — FOR RECORDS CUSTODIANS —

1. Identify the records you want to send to the Archives and Records Center with the appropriate item on your office Records Control Schedule.
2. Prepare an original and four copies of Form 140, Records Retirement Request (Part I).
3. Sign all five copies of Form 140 and send them to your Records Management Officer.
4. Your Records Management Officer will compare the Form 140 with the Records Control Schedule, complete Part II and send it to the Archives and Records Center.
5. The Archives and Records Center will verify the disposition instructions, assign a job number to the Form 140 and return one copy to you via your Records Management Officer.
6. Get the records boxes you need from the Building Supply Office *after* you get the Form 140 from your Records Management Officer.
7. Place records in boxes in the same order as they are kept in your office. **NOTE:** Top Secret and other Special Classifications require Special Handling. See pages 11 and 13 of Guide For Records Retirement or see your Records Management Officer.
8. Prepare original and two copies of Form 140a, Shelf List, *only* if you consider it necessary. (It is not required by the Archives and Records Center.)
9. Prepare Form 14, Box Label, and affix to *upper left* corner of unstitched end of box.
10. Put original and one copy of Form 140a, Shelf List, in a sealed envelope and tape it to the box of records.
11. Call your Records Management Officer when you are ready to send the boxes of records to the Center. (Ten boxes or less can be placed in regular or outgoing mail; your Records Management Officer will make arrangements for more than 10.)
12. Keep your copy of Form 140, Records Retirement Request and Form 140a, Shelf List.
13. Refer to Guide For Records Retirement for detailed instructions.
14. Contact your Records Management Officer for special problems.
15. Contact Records Administration Staff, extension 2468 if your Records Management Officer is not available.